

# Amended Schedules/Matrix D, E, F, G, H (Fee) and A, B, C, I, J (No Fee)

**STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.

**STEP 2.** Click on **Miscellaneous**.

**STEP 3.** The **Case Number** screen displays.

☐ Insert the case number using the YY-NNNNN format.

☐ Click **Next**.

**STEP 4.** Select **Amended Schedules/Matrix D, E, F, G, H (Fee)** or **Amended Schedules A, B, C, I, J (No Fee)** from the event list.

**NOTE:** If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)** and new creditors are not being added to the matrix; indicate on the Amended Schedule why creditors do not need to be added to the matrix.

☐ Click **Next**.

**STEP 5.** Select party filer.

☐ Click **Next**.

**STEP 6.** If filing **Amended Schedules A, B, C, I, J (No Fee)**, continue to **STEP 11**. If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)**, a message screen displays.

☐ Confirm the case number and name are correct.

☐ Confirm LBF #728 is the first page of the document to be attached at the Browse window.

☐ Click **Next**.

**STEP 7.** A message screen displays

☐ **Before you can complete this event, you must add the new creditors to the case. You may do this either on the following screens, or by uploading a text file of the new creditors using the event Creditor Maintenance-Upload a Creditor Matrix.**

If you use Creditor Maintenance to upload the additional creditors, **Do NOT continue with this event if the additional creditors have not been uploaded to the case.** Click on Bankruptcy and Creditor Maintenance-Upload a Creditor Matrix.

- ☐ Click **Next**.

**STEP 8.** The add creditor screen displays.

- ☐ ✓ the box **Add new creditor(s)** if creditors have not been added. If creditors have been added click **Next** and continue with **STEP10**. If there are no new creditors, Click **Next** twice and continue with **STEP 10**.
- ☐ Click **Next**.

**STEP 9.** The add creditor(s) screen displays.

- ☐ Type the name and address of each new creditor in the **Name and Address** box. Return after each line. If adding more than one creditor, separate creditors with a blank line.
- ☐ Accept the default **Creditor type** of **Creditor**.
- ☐ Accept the default of No for the **Creditor committee**.
- ☐ Click **Next**.

**STEP 10.** The certification screen displays.

- ☐ **Do you certify that all additional creditors have been uploaded to this case?**
- ☐ Select the default of **Yes**. If creditors have not been uploaded, click on **Bankruptcy** and start again with **STEP 1**. If there are no creditors to add, change default to **No**.
- ☐ Click **Next**.

**STEP 11.** The PDF attachment screen displays and, if filing **Amended Schedules/Matrix D, E, F, G, H (Fee)**, a fee box also displays.

**Reminder:** If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)**, LBF #728 must be the first page of the document.

- ☐ Click **Browse** to select appropriate PDF to attach.

- ☐ Click **Next**.

**STEP 12.** A case verification screen displays.

- ☐ Confirm the case number and name are correct.
- ☐ Click **Next**.

**STEP 13.** The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

**STEP 14.** If filing **Amended Schedules A, B, C, I, J (No Fee)** continue to **STEP 15**. If filing **Amended Schedules/Matrix D, E, F, G, H (Fee)** the **Electronic Payment** window displays.

- ☐ Click **Pay Now** to pay all fees due to the court.
- ☐ Click **Continue Filing** to file another case or document.

**STEP 15.** The **Notice of Electronic Filing** screen displays.